



ORGANIZATION: City of Lincoln City
JOB TITLE: Administrative Assistant I
FLSA STATUS: Non-Exempt, Grade 17
UNION: LCPEA
UPDATED: January 2015

PURPOSE OF POSITION: Perform a variety of administrative duties to assist with the operations of the Police Department. Provide reception at the front counter and act as a records custodian.

ESSENTIAL JOB FUNCTIONS:

Provide a friendly and knowledgeable front-desk presence for the Police Department while answering the phone or greeting customers in-person. Use excellent customer service skills and good judgment when receiving and responding to questions from the public and staff. Take messages or refer to others as circumstances indicated. Make and record tentative appointments. Coordinate information as needed such as between agencies and staff. Screen phone calls for administration and staff and relay messages/information as directed.

Provide broad administrative office support to the Police Department and Police Administration by performing such duties as: tracking personnel schedules, preparing and maintaining the Circuit and Municipal Court calendars and grand jury subpoena log, gathering/compiling information, drafting/reviewing correspondence and reports, completing forms, copying/scanning, maintaining office equipment, processing and distributing mail and maintaining electronic and paper files and record keeping systems. Also includes processing taxi license applications, ride-along requests and registering sex offenders. May also include taking on projects as assigned by the Chief of Police.

Perform records custodian duties by setting up and maintaining department files and record keeping systems. File, retrieve and distribute records/documents as needed and directed. Process and distribute police reports. Also includes developing and maintaining forms and systems to ensure organized processing of information and requests.

Complete and process background investigation requests for Armed Forces and Tribal Gaming agencies. Retrieve information from LEDS, police files, etc. and, upon authorization, provide to requesting agencies. Complete Public Disclosure Request per the Oregon Revised Statutes. Ensure proper disclosure in accordance with State law and police regulations.

Take accountability for and accurately balance the cash drawer for fee payments and prepare cash deposits for City Hall.

Use Microsoft Word, Excel, PowerPoint, View/Wise, LEADS and other City programs and systems to perform job duties. This includes using the City's email system to engage in appropriate and professional communications internally and externally, assisting the Chief to prepare presentations and maintaining the Police website, including maintaining and updating forms.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. May act in an administrative or coordination role in support of Police Administration in the event of a disaster or drill.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: High School diploma or equivalent supplemented by training and two years of general administrative experience or any satisfactory combination of experience and education that demonstrates the knowledge, skills and abilities to perform the above duties. Knowledge of office practices and procedures, business English and composition and research methods. Ability to comprehend, interpret and apply applicable laws, rules and regulations; communicate effectively both verbally and in writing, including preparing clear and concise reports, correspondence and other written materials. Must have a high degree of professionalism and excellent customer service and problem solving skills, including in times of stress or conflict. Demonstrated ability to organize, multi-task, prioritize, attend to details and manage time effectively. Demonstrated ability to exercise sound judgment within established guidelines and supervisory direction. Good computer skills (Word, Excel and Powerpoint) with aptitude to learn new systems. Must be able to pass a Criminal Justice Information System (CJIS) background check.

SPECIAL REQUIREMENTS/LICENSES: Must possess LEADS certificate within 30 days of appointment.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

DESIRABLE REQUIREMENTS: Previous administrative experience in the area of public safety or criminal justice. Knowledge of systems utilized within the department. Bilingual: English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to communicate, sit, bend, stoop, lean, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 70% of the work period while operating equipment such as computer keyboard and other standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area includes telephones, personnel interruptions, background noises and occasional police emergencies. Potentially stressful conditions with infrequent interactions with upset or volatile customers.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Police Chief.